

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

MA&UD Department – Works – Execution of works below Rs.5.00 lakh by Registered Contractors / Self Help Groups (SHGs) / Ward Level Committee / Resident Welfare Association (RWA) on nomination basis in Urban Local Bodies in State - Guidelines – Issued.

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MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT (C) DEPARTMENT  
G.O.MS.No. 4

Dated:07.01.2015

Read the following:-

- 1.G.O.Ms.No.171, MA&UD (A1) Department, Dt.01.05.2004.
- 2.G.O.Ms.No.2, Finance (Works&Projects-F7) Department, Dt.03.02.2014.
- 3.Note Dt. 07.10.2014 of the OSD to the Minister for MA&UD.
- 4.From the Engineer-in-Chief(PH), Hyderabad, Lr.No.40/T4/ A4/GOs/ NOM/2014, Dt.10.10.2014.

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**ORDER:**

In the G.O. 1<sup>st</sup> read above, orders were issued, agreeing for the adoption of e-procurement in all the ULBs, PH Engineering Department, APUSP, HMWS&SB and UDAs in respect of works / material costing above Rs.1.00 Lakh taken up with the Government funds (including HUDCO / Municipal Corporations) subject to certain conditions.

2. Whereas, in G.O.2<sup>nd</sup> read above, Government have issued orders that, for all the works and material procurement (for works and for stationery / livery supplies for offices etc.) costing Rs.1.00 Lakh and above the e-procurement platform should be adapted, so as to enhance transparency and bring uniformity across all the Departments.

3. For administrative convenience in implementation of urgent maintenance works and public utility works in the Urban Local Bodies in the State, Government in supersession of the orders issued in G.O.1<sup>st</sup> read above, have decided to entrust the works below Rs.5.00 lakh to the Registered Contractors / Self Help Groups (SHGs) / Ward Level Committee / Resident Welfare Association (RWA) of such ULB on nomination basis.

4. Accordingly, Government hereby issue guidelines to facilitate the execution of works below Rs.5 Lakh by the Registered Contractors / Self Help Groups (SHGs) / Ward Level Committee / Resident Welfare Association (RWA) on nomination basis for its execution as follows:-

- i) The works shall be entrusted to **Ward Level Committee (WLC) / Resident Welfare Association (RWA)**;
- ii) The concerned Urban Local Body(ULB) will resolve for execution of works through Ward Level Committee / RWA;
- iii) Ward Level Committee / RWA will be formed by ULB with Ward Member/Councilor / Corporator as Chairman and Self Help Group (SHG) leaders, Bill Collector, Sanitary Inspector, Municipal Asst. Executive Engineer as the members. Due representation of SC/ST members may be considered. Sanitary Inspector / Municipal Asst. Executive Engineer to be the **Convenor** of Committee;
- iv) The Ward Level Committee / RWA shall also have people like elderly persons with work knowledge, SHG Group of women / other committees etc., and authorize one person of the said committee to execute the works;
- v) The President / Chairman of the Ward Level Committee / RWA and the authorized person Ward Level Committee will perform all the various legal formalities on behalf of the committee like entering into agreement withdrawing the bills etc.;
- vi) In case any Ward Level Committee / RWA fails to constitute the above said Committee due to various reasons within a time frame fixed by the concerned Municipal Commissioner, then the Municipal Commissioner concerned to the ULB will constitute the Ward Level Committee / RWA in the interest of development in that Ward;
- vii) Durable assets useful for community shall be taken up;
- viii) Under no circumstances, the work shall be grounded prior to issue of Administrative clearance;

[P.T.O.]

- ix) Only workers from within the same ULB shall be engaged;
- x) Current SSR rates or prevailing local rates, whichever are less, shall be adopted;
- xi) Measurements and Check Measurements shall be organized by Municipal Asst. Executive Engineer;
- xii) Minimum three meetings shall be conducted. First one before grounding the works for planning and execution. Second, during the progress of the work to have interim review and finally after completion of the work for finalizing accounts;
- xiii) Convenor shall maintain all records, such as minutes of meeting including attendance, measurement books and wage seekers / unemployed labour register, etc.;
- xiv) As far as possible, locally available good material shall be considered for execution;
- xv) Quality Control Checks shall be conducted by Engineering Officers and Convenor shall organize such events;
- xvi) All the major event shall be documented. Photographs of works / sites shall be taken before start / during execution / after completion of the work and Photographs of meeting (preferably with digital photographs); and
- xvii) No work should be deliberately split to bring them within Rs.5 lakh limit. Any such action if noticed shall be liable for severe disciplinary action against concerned.

5. All the Commissioners of Urban Local Bodies in State shall follow the guidelines at para (4) above, scrupulously.

6. The Commissioner & Director of Municipal Administration, GoAP, Hyderabad shall take necessary action, accordingly.

7. This order is available on the internet and can be accessed at the address <http://www.goir.ap.gov.in>.

[BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH]

GIRIDHAR ARAMANE

PRINCIPAL SECRETARY TO GOVERNMENT

To

The Commissioner & Director of Municipal Administration, GoAP, Hyderabad.

All the Commissioners of Urban Local Bodies in the State.

All the Mayors/Chairpersons of Urban Local Bodies in the State.

All the Regional Directors of Municipal Administration in the State.

Copy to:

The Engineer-in-Chief, Public Health, A.P., Hyderabad.

All the Superintending Engineers of PH&ME Department in the State.

All the District Collectors in the State.

The PS.to Prl. Secretary. to CM (SC)

P.S. to M (MA&UD)

P.S. to M (F)

P.S.to Chief Secretary to Government.

P.S. to Prl. Secretary (MA&UD).

SC/SF

//Forwarded :: By Order//

SECTION OFFICER